

	<u>Jan. 1956</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Apr.</u>	<u>May</u>	<u>Jun.</u>	<u>Totals (Cubic Feet)</u>
WH					3.		3.
IO				1.2			1.2
GRAND TOTAL							197.4 cubic feet

4. The imbalance which is apparent, for example, in figures for the various Divisions is in part explained by a procedural circumstance. If ☐ personnel are called upon to dispose of file materials for the Divisions, then the results are recorded under ☐. However, we are studying methods for stepping up the pace throughout DD/P.

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5. If you desire, the Chief of the ☐ can henceforth furnish you with a monthly report consisting of the following elements:

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- a. Cubic feet of records retired to DD/P/FI/☐/Archives.
- b. Cubic feet of records retired to DD/P/FI/☐/Files.
- c. Cubic feet of records retired to CIA Library.
- d. Cubic feet of records destroyed.
- e. Cubic feet of DD/P records in the DD/P vault of the CIA Records Center.

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6. Our first push in an intensified records disposition program has been directed at our area divisions, in conjunction with an inventory of documents for the machine locator system which is now getting under way.

7. We should like to take full advantage of the capabilities of the Management Staff in this field. Needless to say, the advice we receive needs to be based on a full understanding of the intricacies of our records problem, and especially of the shortage of manpower we face. I am pleased to note, in this connection, that the fine cooperation and constant exchange of views between your Business Machine Advisor and the DD/P Machine Methods Unit appears to be yielding substantial results.

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RICHARD HELMS
Chief of Operations, DD/P